

**Enrolled Minutes of the Twenty-second Regular or Special Meeting
For the Twenty-Eighth Highland Town Council
Regular Plenary Business Meeting
Monday, October 24, 2016**

Study Session. The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, October 24, 2016 at 6:45 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Mark Herak, Dan Vassar, Konnie Kuiper and Bernie Zemen were present. Councilor Steven Wagner was absent. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

General Substance of Matters Discussed.

1. The Town Council reviewed and discussed the agenda of the imminent regular meeting.
2. The Town Council lightly explored whether an event could be organized around the forthcoming World Series since the Chicago Cubs would be competing. It was noted that there would be issues related to licensing to rebroadcast any telecasts of the games.

The study session ended at 7:00 O'clock p.m.

Regular meeting. The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, October 24, 2016 at 7:02 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Bernie Zemen presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Konnie Kuiper reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors Mark Herak, Dan Vassar, Konnie Kuiper and Bernie Zemen. Councilor Steven Wagner was absent. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: Rhett L. Tauber, Esq., Town Attorney; Pete Hojnicky, Metropolitan Police Chief; John M. Bach, Public Works Director; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; Kenneth J. Mika, Building Commissioner and Cecile Petro, Redevelopment Director were present.

Also present: Steve Jurczak, Town Board of Metropolitan Police Commissioners; Susan Murovic, Advisory Board of Zoning Appeals; State Representative Bill Fine, (Dist. 12); Carolyn Strickland, Assistant Director of the Lake County Public Library; and Linda Johnsen, Branch Manager of the Highland Branch of the Lake County Public Library, were also present.

Minutes of the Previous Meetings: The minutes of the regular meetings of October 10, 2016 were approved by general consent.

Special Orders:

1. **Public Hearing:** Proposed Additional Appropriations in Excess of the 2016 Budget for the **Motor Vehicle Highway Fund** in the amount of \$22,281 and the **Sanitation and Solid Waste Department of the Sanitary District Special Operating Fund** in the amount of \$22,281.
 - (a) Attorney verification of Proofs of Publication: The TIMES 06 October 2016. The Town Attorney verified that the proof of publication complied with I.C. 5-3-1.
 - (b) **Public Hearing.** The Town Council President called the hearing to order. There were no comments or remonstrances. The hearing was closed.
 - (c) Action on **Appropriation Enactment No. 2016-36:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Motor Vehicle Highway Fund** in the amount of \$22,281.00 and the **Sanitation and Solid Waste Department of the Sanitary District Special Operating Fund** in the amount of \$22,281.00, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced and moved the consideration of Enactment No. 2016-36 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The appropriation enactment could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Enactment No. 2016-36 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The appropriation enactment was passed and adopted at the same meeting of its introduction.

**Town of Highland
Appropriation Enactment
Enactment No. 2016-36**

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Motor Vehicle Highway Fund and the Sanitation and Solid Waste Department of the Sanitary District Special Operating Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Motor Vehicle Highway Fund** and in the **Sanitation and Solid Waste Department of the Sanitary District Special Operating Fund;**

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Motor Vehicle Highway Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

MOTOR VEHICLE HIGHWAY FUND

Increase	
Acct. 002-0000-111.31 Labor Wages:	\$ 14,010.00
Acct. 002-0000-111.43 Operations Director:	\$ 4,306.00
Acct. 002-0000-112.01 FICA:	\$ 1,400.00
Acct. 002-0000-112.09 PERF:	\$ 2,015.00
Acct. 002-0000-112.10 PERF Annuity:	\$ 550.00
<i>Total Series:</i>	\$ 22,281.00
Fund Total:	\$ 22,281.00

Section 2. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Sanitation and Solid Waste Department of the Sanitary District Special Operating Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

SANITARY DISTRICT SPECIAL OPERATING FUND

Solid Waste and Sanitation Department

Increase	
Acct. 002-0015-111.31 Labor Wages:	\$ 14,010.00
Acct. 002-0015-111.43 Operations Director:	\$ 4,306.00
Acct. 002-0015-112.01 FICA:	\$ 1,400.00
Acct. 002-0015-112.09 PERF:	\$ 2,015.00
Acct. 002-0015-112.10 PERF Annuity:	<u>\$ 550.00</u>
<i>Total Series:</i>	\$ 22,281.00
Fund Total:	\$ 22,281.00

Section 3. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

Section 4. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 24th Day of October 2016. Consideration on the same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 24th Day of October 2016, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/Bernie Zemen, President (IC 36-5-2-10)

ATTEST:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

2. **Public Hearing:** Proposed Additional Appropriations in Excess of the 2016 Budget for the **General Improvement Fund** in the amount of \$51,433.
 - (a) Attorney verification of Proofs of Publication: The TIMES 06 October 2016. The Town Attorney verified that the proof of publication complied with I.C. 5-3-1.
 - (b) **Public Hearing.** The Town Council President called the hearing to order. There were no comments or remonstrances. The hearing was closed.
 - (c) Action on **Appropriation Enactment No. 2016-37:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **General Improvement Fund.**

Councilor Herak introduced and moved the consideration of Enactment No. 2016-37 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The appropriation enactment could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Enactment No. 2016-37 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a

two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The appropriation enactment was passed and adopted at the same meeting of its introduction.

**Town of Highland
Appropriation Enactment
Enactment No. 2016-37**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the GENERAL IMPROVEMENT FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **General Improvement Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **General Improvement Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

GENERAL IMPROVEMENT FUND

Increase accounts:

Acct. 083-0000-400.04 Sidewalk & Curb Improvements:	\$ 51,433.00
<i>Total Series:</i>	\$ 51,433.00

Fund Total:	\$51,433.00
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Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

Section 3. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 24th Day of October 2016. Consideration on the same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 24th Day of October 2016, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/Bernie Zemen, President (IC 36-5-2-10)

ATTEST:

*/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)*

3. Adoption Hearing of the Proposed Fiscal Year 2017 Budget for the Town of Highland.

- (a) *Verification of Publication: (Under latest law, no publication by unit just by Department of Local Government Finance online Gateway. The proposed components of budget must be submitted to the Gateway at least 10 days before the Preliminary Hearing. The proposed budget notice was filed with the Gateway on September 29, 2016 See IC 6-1.1-17-3)*

- (b) **Public Hearing.** The Town Council President called the hearing to order. There were no public comments or remonstrances. The hearing was closed. The Clerk-Treasurer offered an overview of the changes to the budget since its introduction, all needed to bring it into balance.
- (c) *Memorandum regarding taxpayer remonstrance petition.* It was noted that the pre-adoption hearing for this budget was conducted at the Town Council Meeting of Monday, October 10, 2016. The last day for taxpayer remonstrance petition filing was Monday, October 17, 2016. There were no petitions filed by that date or any presented since.
- (d) Proposed **Enactment No. 2016-38:** An Enactment Reducing Appropriations in the Annual Budget of 2016 in the Redevelopment Capital Fund. *It was explained that in order to reconcile the existing funding and the proposed spending for the 18-month cycle, this enactment reducing appropriations would be desirable for passage.*

Councilor Herak introduced and moved the consideration of Enactment No. 2016-38 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The appropriation reduction enactment could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Enactment No. 2016-38 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The appropriation enactment was passed and adopted at the same meeting of its introduction.

TOWN of HIGHLAND
APPROPRIATION ENACTMENT
Enactment No. 2016-38

An Enactment Reducing Appropriations in the Annual Budget for FY 2016 in the REDEVELOPMENT CAPITAL FUND, and pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

WHEREAS, It has been determined that it is now necessary to reduce appropriations from what was appropriated in the annual budget for the **Redevelopment Capital Fund**;

WHEREAS, It has been determined that such diminished and reduced appropriations as may be approved by this enactment, will neither increase nor decrease the levy set under I.C. 6-1.1-17 and in the course of collection for FY 2016, however such reduction will work to preserve and balance the proposed 2017 budget, all pursuant to I.C. 36-5-3-5,

NOW, THEREFORE BE IT ENACTED by the Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following appropriations of money are hereby *reduced and ordered returned and reverted to the funds herein* named and for the purposes herein specified, subject to the laws governing the same:

REDEVELOPMENT CAPITAL FUND:

Reduce Account 096-0000-420.01 Wayfinding Signs.	\$ 21,000.00
Total Reduction to 400 Series:	\$ 21,000.00

Total Reduction for the Fund: \$ 21,000.00

Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these reductions be depicted in the proper documentation accompanying the filing of the Year 2017 Budget, pursuant to IC 6-1.1-17.

Section 3. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 24th Day of October 2016. Consideration on the same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 24th Day of October 2016, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/Bernie Zemen, President (IC 36-5-2-10)

ATTEST:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

(e) Introduced **Ordinance No. 1633**: An Ordinance of Appropriations and Budget Levies and Rates for the 2017 Budget. *Councilor Wagner introduced and filed Ordinance No. 1633 at the meeting of October 10, 2016. There was no further action pursuant to I.C. 6-1.1-17 et seq.*

Councilor Herak moved the passage and adoption of introduced Ordinance No. 1633. Councilor Kuiper seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The ordinance was adopted.

Town of Highland
Ordinance No. 1633 (FINAL)

TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

AN ORDINANCE FOR APPROPRIATIONS AND TAX RATES
OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. That for the expenses of the Town of Highland for the year ending December 31, 2017, the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law;

Section 2. That in addition, for the purposes of raising revenue to meet the necessary expenses of the TOWN OF HIGHLAND, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance;

Section 3. That for the purposes of affecting reconciliation of revenues and planned expenditures, and still meeting the exigent needs of the municipality, the the following is found and determined:

- (A) That the requested appropriations for helmets in the Fire Department of the Corporation General Fund, having been reduced in its entirety, is hereby authorized to be amended into the budget of the cumulative capital development fund, in the amount of \$12,000;
- (B) That, in addition to the foregoing, the amount of \$85,000 be further amended into the budget of the cumulative capital development fund, to support the replacement of two regular vehicles assigned to the Fire Department;
- (C) That the fees and charges associated with animal control be reviewed and revised with the object being to support the establishment of a animal control or caretaker, and that the appropriate budget be amended to include a sufficient appropriation to provide for the established position;
- (D) That the forgoing be undertaken in the first quarter of the 2017 Fiscal Year and that the Clerk-Treasurer is hereby authorized to take such lawful steps as are necessary and desirable in order to carry out the findings and determinations set forth in Section 3 of this ordinance.

Section 4. This ordinance shall be in full force and effect from and after its passage and approval by the Town Council of the Town of Highland, subject to its review and approval by the Department of Local Government Finance.

Fund Name	ADOPTED Budget	Proposed Tax Levy	Proposed Tax Rate
Corporation General	\$ 7,036,037	\$ 5,376,165	0.7248
Debt Service	\$ 2,210,314	\$ 4,005,892	0.5400
Local Income Tax (Public Safety LOIT)	\$ 463,309	\$ -	0.0000
Police Pension	\$ 830,004	\$ 4,001	0.0005
Local Road and Streets	\$ 281,733	\$ -	0.0000
Motor Vehicle Highway	\$ 993,379	\$ -	0.0000
LE Continuing Education	\$ 45,500	\$ -	0.0000
Park and Recreation	\$ 2,250,098	\$ 1,207,135	0.1627
Park Bond	\$ 1,316,619	\$ 2,162,704	0.2916
Park Bond Exempt From Circuit Breakers	\$ 189,024	\$ 96,917	0.0131
Cumulative Capital Improvement	\$ 90,000	\$ -	0.0000
Cumulative Capital Development	\$ 363,247	\$ 644,218	0.0868
Economic Development Income Tax	\$ 570,000	\$ -	0.0000
Redevelopment General	\$ 227,847	\$ 231,319	0.0312
Redevelopment Capital	\$ 1,069,506	\$ -	0.0000
Redevelopment Bond	\$ 243,268	\$ 354,497	0.0478
Solid Waste District Grant	\$ 177,300	\$ -	0.0000
Information and Communications Technology	\$ 202,420	\$ -	0.0000
VIPS/Park Public Safety Fund	\$ 6,000	\$ -	0.0000
Special Events Non Reverting	\$ 75,037	\$ -	0.0000
	\$ 18,640,642	\$ 14,082,848	\$1.8985

Introduced and Filed on the 10th day of October 2016. Consideration on First Reading not entertained, pursuant to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

Duly Ordained and Adopted this 24th Day of October 2016 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Having Voted in the Affirmative:	Having Voted in the Negative:
Bernie Zemen, President	
Dan Vassar	
Mark A. Herak	
Steve Wagner	
Konnie Kuiper	

Attest:

 Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
 Town Clerk-Treasurer (IC 33-41-4-1;IC 36-5-6-5)

Corporation General Fund: (departmentalized)	<i>Proposed</i>	FY 2017 <i>Adopted</i>
<i>Office of the Town Council</i>		
Personnel Services	\$ 80,849	\$ 80,849
Supplies	\$ 700	\$ 700
Other Services & Charges	\$ 157,572	\$ 155,962
Capital Outlays	\$-	\$ -
Department Total:	\$ 239,121	\$ 237,511
 <i>Advisory Board of Zoning Appeals</i>		
Personnel Services	\$ 3,359	\$ 3,359
Supplies	\$ 200	\$ 200
Other Services & Charges	\$ 22,976	\$ 22,916
Capital Outlays	\$-	\$ -
Department Total:	\$ 26,535	\$ 26,475
 <i>Volunteers in Policing</i>		
Personnel Services	\$ 2,720	\$ 2,720
Supplies	\$ 14,530	\$ 14,530
Other Services & Charges	\$ 2,650	\$ 2,650
Capital Outlays	\$-	\$ -
Department Total:	\$ 19,900	\$ 19,900

<i>Office of the Clerk-Treasurer</i>			
Personnel Services	\$	135,691	\$ 135,691
Supplies	\$	3,500	\$ 3,500
Other Services & Charges	\$	74,548	\$ 67,839
Capital Outlays	\$-		\$ -
Department Total:	\$	213,739	\$ 207,030
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<i>Building Inspection Department</i>			
Personnel Services	\$	257,394	\$ 257,394
Supplies	\$	9,550	\$ 9,550
Other Services & Charges	\$	99,747	\$ 64,683
Capital Outlays	\$-		\$ -
Department Total:	\$	366,691	\$ 331,627
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<i>Fire Department</i>			
Personnel Services	\$	260,934	\$ 259,984
Supplies	\$	32,075	\$ 32,075
Other Services & Charges	\$	107,520	\$ 89,321
Capital Outlays	\$	26,100	\$ 14,100
Department Total:	\$	426,629	\$ 395,480
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<i>Plan Commission Dept.</i>			
Personnel Services	\$	2,842	\$ 2,842
Supplies	\$	325	\$ 325
Other Services & Charges	\$	68,246	\$ 67,746
Capital Outlays	\$-		\$ -
Department Total:	\$	71,413	\$ 70,913
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<i>Metropolitan Police Department</i>			
Personnel Services	\$	3,808,101	\$ 3,787,701
Supplies	\$	145,000	\$ 145,000
Other Services & Charges	\$	1,166,381	\$ 980,215
Capital Outlays	\$-		\$ -
Department Total:	\$	5,119,482	\$ 4,912,916
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<i>Services & Works Board Dept.</i>			
Personnel Services	\$-		\$ -
Supplies	\$-		\$ -
Other Services & Charges	\$	789,260	\$ 789,260
Capital Outlays	\$-		\$ -
Department Total:	\$	789,260	\$ 789,260
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<i>Town Hall and Monuments Dept.</i>			
Personnel Services			\$ -
Supplies	\$	5,000	\$ 5,000
Other Services & Charges	\$	39,925	\$ 39,925
Capital Outlays	\$-		\$ -
Department Total:	\$	44,925	\$ 44,925
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PROPERTY TAX IMPACT

	\$	-	\$	-
	\$	-	\$	-
Property Tax Caps	\$	45,050	\$	45,050
	\$-		\$	-
Department Total:	\$	45,050	\$	45,050
Fund Total:	\$	7,362,745	\$	7,081,087
Proposed (est.) Rate for the Fund	\$	0.7248	per \$100 dollars of av	
Adopted (Est.) Rate for the Fund	\$	-	per \$100 dollars of av	

Redevelopment General Fund:

	<i>Proposed</i>	<i>Adopted</i>
<i>PROPERTY TAX CAP</i>	\$ 1,950	\$ 1,950
Personnel Services	\$ 130,902	\$ 130,902
Supplies	\$ 4,000	\$ 4,000
Other Services & Charges	\$ 103,450	\$ 92,945
Capital Outlays	\$-	\$ -
Fund Total:	\$ 238,352	\$ 227,847
Proposed (est.) Rate for the Fund	\$ 0.0312	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Rate for both the Redevelopment General and the Redevelopment Capital is capped at .0333, pursuant to IC 36-7-14-28.

Redevelopment Capital Fund:

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 230,000	\$ 230,000
Capital Outlays	\$ 839,506	\$ 839,506
Fund Total:	\$ 1,069,506	\$ 1,069,506
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Rate for both the Redevelopment General and the Redevelopment Capital is capped at .0333, pursuant to IC 36-7-14-28.

Parks and Recreation Fund:

	<i>Proposed</i>	<i>Adopted</i>
<i>PROPERTY TAX CAPS</i>	\$ 10,000	\$ 1,000
Personnel Services	\$ 1,120,000	\$ 1,120,000
Supplies	\$ 100,000	\$ 100,000
Other Services & Charges	\$ 1,059,084	\$ 1,030,098
Capital Outlays	\$ -	\$ -
Fund Total:	\$ 2,279,084	\$ 2,250,098
Proposed (est.) Rate for the Fund	\$ 0.1627	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Police Pension 1925 Fund:

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 825,239	\$ 825,239
Supplies	\$ 450	\$ 450
Other Services & Charges	\$ 4,315	\$ 4,315
Capital Outlays	\$-	\$ -
Fund Total:	\$ 830,004	\$ 830,004
Proposed (est.) Rate for the Fund	\$ 0.0005	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ 0.0005	per \$100 dollars of av

Parks Dist Bond & Lease Exempt Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services		\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ -	\$ -
Debt Service	\$ 189,024	\$ 189,024
Fund Total:	\$ 189,024	\$ 189,024
Proposed (est.) Rate for the Fund	\$ 0.0131	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ 0.0131	per \$100 dollars of av

Parks Dist Bond & Lease Fund (Regular)

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 1,000	\$ 1,000
Debt Service	\$ 1,315,618	\$ 1,315,618
Fund Total:	\$ 1,316,618	\$ 1,316,618
Proposed (est.) Rate for the Fund	\$ 0.2916	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ 0.2916	per \$100 dollars of av

Corporation Bond Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 950	\$ 950
Debt Service	\$ 2,209,364	\$ 2,209,364
Fund Total:	\$ 2,210,314	\$ 2,210,314
Proposed (est.) Rate for the Fund	\$ 0.5400	
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Motor Vehicle Highway Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 506,204	\$ 506,204
Supplies	\$ 257,735	\$ 257,735
Other Services & Charges	\$ 229,440	\$ 229,440
Capital Outlays	\$-	\$ -
Fund Total:	\$ 993,379	\$ 993,379
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Local Roads & Streets Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 81,733	\$ 81,733
Supplies	\$-	\$ -
Other Services & Charges	\$ 200,000	\$ 200,000
Capital Outlays	\$-	\$ -
Fund Total:	\$ 281,733	\$ 281,733
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Municipal Cum Cap Dev Fund

	<i>Proposed</i>	<i>Adopted</i>
PROPERTY TAX CAPS	\$ 3,787	\$ 3,787
Supplies	\$ 7,500	\$ 7,500
Other Services & Charges	\$ 35,000	\$ 35,000
Capital Outlays	\$ 156,035	\$ 156,035
Debt Service	\$ 164,712	\$ 164,712
Fund Total:	\$ 363,247	\$ 363,247
Proposed (est.) Rate for the Fund	\$ 0.0868	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ 0.0868	per \$100 dollars of av

The rate is fixed or capped by I.C. 36-9-15.5 et seq.

Cumulative Cap Imp. Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$ -
Supplies	\$ 90,000	\$ 90,000
Other Services & Charges	\$ -	\$ -
Capital Outlays	\$-	\$ -
Fund Total:	\$ 90,000	\$ 90,000
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Law Enf. Ed.,Trng., & Supply Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$ -
Supplies	\$ 20,500	\$ 20,500
Other Services & Charges	\$ 25,000	\$ 25,000
Capital Outlays	\$-	\$ -
Fund Total:	\$ 45,500	\$ 45,500
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Redevelopment Bond Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 350	\$ 350
Debt Service	\$ 242,918	\$ 242,918
Fund Total:	\$ 243,268	\$ 243,268
Proposed (est.) Rate for the Fund	\$ 0.0478	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ 0.0478	per \$100 dollars of av

Information & Comm Tech

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ 3,000	\$ 3,000
Other Services & Charges	\$ 214,420	\$ 199,420
Capital Outlays	\$ -	\$ -
Fund Total:	\$ 217,420	\$ 202,420
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

VIPS/PARKS Public Safety Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 600	\$ 600
Supplies	\$ 5,400	\$ 5,400
Other Services & Charges	\$ -	\$ -
Capital Outlays	\$ -	\$ -
Fund Total:	\$ 6,000	\$ 6,000
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Solid Waste District Grant Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ 5,000	\$ 5,000
Other Services & Charges	\$ 122,300	\$ 122,300
Capital Outlays	\$ 50,000	\$ 50,000
Fund Total:	\$ 177,300	\$ 177,300
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Special Events Non Reverting

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 6,087	\$ 6,087
Supplies	\$ 1,000	\$ 1,000
Other Services & Charges	\$ 67,950	\$ 67,950
Capital Outlays	\$ -	\$ -
Fund Total:	\$ 75,037	\$ 75,037
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Public Safety LOIT Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ 235,309	\$ 235,309
Capital Outlays	\$ 228,000	\$ 228,000
Fund Total:	\$ 463,309	\$ 463,309
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Economic Development Income Tax Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ -	\$ -
Capital Outlays	\$ 570,000	\$ 570,000
Fund Total:	\$ 570,000	\$ 570,000
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Total of All Funds:	\$ 19,021,840	\$ 18,685,691
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4. **Adoption Hearing of the Proposed Fiscal Year 2017 Budget of the Sanitary District, pursuant to IC 6-1.1-17-20.** *Under amendments to IC 6-1.1-17-20, the proper officers shall submit the proposed budget and property tax levies to the municipal fiscal body. The proposed budget and levy shall be submitted to the city or town fiscal body in the manner prescribed by the department of local government finance before September 2 of a year. The fiscal body of the city, town, or county (whichever applies) shall review each budget and proposed tax levy and adopt a final budget and tax levy for the taxing unit. The fiscal body may reduce or modify but not increase the proposed budget or tax levy. The final adoption vests with the Town Council. The Town Council now takes its final action.*
- (a) **Verification of Publication:** *(Under latest law, no publication by unit just by Department of Local Government Finance online Gateway. The proposed components of budget must be submitted to the Gateway at least 10 days before the Preliminary Hearing. The proposed budget notice was filed with the Gateway on September 28, 2016 See IC 6-1.1-17-3)*
- (b) **Public Hearing.** The Town Council President called the hearing to order. There were no public comments or remonstrances. The hearing was closed.
- (c) *Memorandum regarding taxpayer remonstrance petition.* It was noted that the pre-adoption hearing for this budget was conducted at the Town Council Meeting of Monday, October 10, 2016. The last day for taxpayer remonstrance petition filing was Monday, October 17, 2016. There were no petitions filed by that date or any presented since.
- (d) Introduced **Ordinance No. 1634:** An Ordinance of Appropriations and Budget Levies and Rates for the 2017 Budget. *Councilor Kuiper introduced and filed Ordinance No. 1634 at the meeting of October 10, 2016. There was no further action pursuant to I.C. 6-1.1-17 et seq.*

Councilor Herak moved the passage and adoption of introduced Ordinance No. 1634. Councilor Kuiper seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The ordinance was adopted.

**Town of Highland
Ordinance No. 1634 (FINAL)**

TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

AN ORDINANCE FOR APPROPRIATIONS AND TAX RATES OF THE SANITARY DISTRICT OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. Pursuant to the provisions of IC 6-1.1-17-20 (e), the Town Council of Highland hereby finds and determines the following:

(A) That the Sanitary District is a political subdivision, whose governing body, the Board of Sanitary Commissioners is comprised entirely of non-elected, appointed officials;

(B) That the assessed valuation of the **Sanitary District** is entirely contained within and is both coterminous and coextensive with the boundaries of the Corporate Town of Highland;

Section 2. That for the expenses of the **Sanitary District of the Town of Highland** for the year ending December 31, 2017, the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law;

Section 3. That in addition, for the purposes of raising revenue to meet the necessary expenses of the **SANITARY DISTRICT of the TOWN OF HIGHLAND**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance;

Section 4. This ordinance shall be in full force and effect from and after its passage and approval by the Town Council of the Town of Highland, subject to its review and approval by the Department of Local Government Finance.

Fund Name	Adopted Budget	Proposed Tax Levy	Proposed Tax Rate
Special Sanitary General	\$ 2,219,541	\$ 218,327	0.0295
Special Sanitary Debt Service	\$ 1,391,474	\$ 2,253,223	0.3048
Special Sanitary Debt Service Exempt from Circuit Breakers	\$ 319,846	\$ 372,659	0.0504
	\$ 3,930,861	\$ 2,844,209	\$ 0.3847

Introduced and Filed on the 10th day of October 2016. Consideration on First Reading not entertained, pursuant to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

Duly Ordained and Adopted this 24th Day of October 2016 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Having Voted in the Affirmative:

Bernie Zemen, President

Mark A. Herak

Dan Vassar

Steve Wagner

Konnie Kuiper

Having Voted in the Negative:

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Town Clerk-Treasurer (IC 33-41-4-1; IC 36-5-6-5)

Sanitary District Special Operating Fund
(Departmentalized)

<i>Operating Department</i>	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services	\$ 81,479	\$ 81,479
Supplies	\$ 450	\$ 450
Other Services & Charges	\$ 94,120	\$ 94,120
Capital Outlays	\$ 15,000	\$ 15,000
Departmental Total:	\$ 191,049	\$ 191,049
<i>Sanitation and Waste Department</i>	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services	\$ 399,367	\$ 399,367
Supplies	\$ 39,050	\$ 39,050
Other Services & Charges	\$ 1,590,075	\$ 1,590,075
Capital Outlays	\$-	\$ -
Departmental Total:	\$ 2,028,492	\$ 2,028,492
PROPERTY TAX CAPS	\$ 5,330	\$ 5,330
Fund Total:	\$ 2,219,541	\$ 2,219,541

Adopted (est.) Rate for the Fund	\$ 0.0295	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ 0.0295	per \$100 dollars of av

Sanitary District Bond and Interest Fund

	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 1,875	\$ 1,875
Debt Service	\$ 1,389,599	\$ 1,389,599
Fund Total:	\$ 1,391,474	\$ 1,391,474
Adopted (est.) Rate for the Fund	\$ 0.3048	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ 0.3048	per \$100 dollars of av

Sanitary District Bond and Interest Exempt Fund

	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 800	\$ 800
Debt Service	\$ 319,045	\$ 319,045
Fund Total:	\$ 319,845	\$ 319,845
Adopted (est.) Rate for the Fund	\$ 0.0504	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ 0.0504	per \$100 dollars of av

Total of All San Dist Funds: \$ 3,930,860 \$ 3,930,860

5. **Adoption Hearing of the Proposed Fiscal Year 2017 Budget of the Waterworks District, pursuant to IC 6-1.1-17-20.** *Under amendments to IC 6-1.1-17-20, the proper officers of the special taxing district shall submit the proposed budget and property tax levies to the municipal fiscal body. The proposed budget and levy shall be submitted to the city or town fiscal body in the manner prescribed by the department of local government finance before September 2 of a year. The fiscal body of the city, town, or county (whichever applies) shall review each budget and proposed tax levy and adopt a final budget and tax levy for the taxing unit. The fiscal body may reduce or modify but not increase the proposed budget or tax levy. The final adoption vests with the Town Council. The Town Council now takes its final action.*
- (a) **Verification of Publication:** *(Under latest law, no publication by unit just by Department of Local Government Finance online Gateway. The proposed components of budget must be submitted to the Gateway at least 10 days before the Preliminary Hearing. The proposed budget notice was filed with the Gateway on September 28, 2016 See IC 6-1.1-17-3)*
 - (b) **Public Hearing.** The Town Council President called the hearing to order. There were no public comments or remonstrances. The hearing was closed.
 - (c) *Memorandum regarding taxpayer remonstrance petition.* It was noted that the pre-adoption hearing for this budget was conducted at the Town Council Meeting of Monday, October 10, 2016. The last day for taxpayer remonstrance petition filing was Monday, October 17, 2016. There were no petitions filed by that date or any presented since.
 - (d) **Introduced Ordinance No. 1635:** An Ordinance of Appropriations and Budget Levies and Rates for the 2017 Budget. *Councilor Kuiper introduced and filed Ordinance No. 1635 at the meeting of October 10, 2016. There was no further action pursuant to I.C. 6-1.1-17 et seq.*

Councilor Herak moved the passage and adoption of introduced Ordinance No. 1635. Councilor Kuiper seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The ordinance was adopted.

**Town of Highland
 Ordinance No. 1635 (FINAL)**

TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

AN ORDINANCE FOR APPROPRIATIONS AND TAX RATES OF THE WATERWORKS DISTRICT OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. Pursuant to the provisions of IC 6-1.1-17-20 (e), the Town Council of Highland hereby finds and determines the following:

(A) That the Waterworks District is a political subdivision, whose governing body, the Board of Waterworks Directors is comprised entirely of non-elected, appointed officials;

(B) That the assessed valuation of the **Waterworks District** is entirely contained within and is both coterminous and coextensive with the boundaries of the Corporate Town of Highland;

Section 2. That for the expenses of the **Waterworks District of the Town of Highland** for the year ending December 31, 2017, the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law;

Section 3. That in addition, for the purposes of raising revenue to meet the necessary expenses of the **WATERWORKS DISTRICT** of the **TOWN OF HIGHLAND**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance;

Section 4. This ordinance shall be in full force and effect from and after its passage and approval by the **Town Council** of the Town of Highland, subject to its review and approval by the Department of Local Government Finance.

Fund Name	Adopted Budget	Proposed Tax Levy	Proposed Tax Rate
Special Waterworks District Debt Service	\$ 162,776	\$ 290,404	0.0392
	\$ 162,776	\$ 290,404	\$ 0.0392

Introduced and Filed on the 10th day of October 2016. Consideration on First Reading not entertained, pursuant to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

Duly Ordained and Adopted this 24th Day of October 2016 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of HIGHLAND, INDIANA

Having Voted in the Affirmative:

Having Voted in the Negative:

 Bernie Zemen, President

 Dan Vassar

 Mark A. Herak

 Steve Wagner

 Konnie Kuiper

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Town Clerk-Treasurer (IC 33-41-4-1;IC 36-5-6-5)

Waterworks District Bond and Interest Fund

	<i>Adopted</i>	<i>Final Approval</i>
Personnel Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ -	\$ -
Debt Service	\$ 162,776	\$ 162,776
Fund Total:	\$ 162,776	\$ 162,776
Adopted (est.) Rate for the Fund	\$ 0.0398	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ 0.0398	per \$100 dollars of av

6. **Administration of Oath of Office** for Police Officer Candidate **Gerardo G. Garza, Jr.** Police Officer Candidate Garza, Jr., was appointed by the Town Board of Metropolitan Police Commissioners at its meeting of 13 October 2016, with the appointment to be effective 23 October 2016, but not earlier than approval.

(a) *Action by Town Council determining that the named Candidate Meets the Qualifications for such position, as Determined by the Town Board of Metropolitan Police Commissioners and as now approved by the Highland Town Council.*

Councilor Herak moved to find and determine that Police Officer Candidate **Gerardo G. Garza, Jr.** meets the qualifications for the position, with such qualifications being first determined by the Town Board of Metropolitan Commissioners and now approved by the Town Council. Councilor Vassar seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The candidate was found qualified.

(b) *Administration of Oath.* The Town Clerk-Treasurer offered the instructive narrative regarding the import of the oath. He then noted that he had appointed Police Corporal Gerardo G. Garza, Sr., who is the police officer candidate's father, as a Deputy Clerk-Treasurer for the purposes of administering the oath of office to his son. Deputy Clerk-Treasurer Pro Tempore Gerardo G. Garza, Sr. administered the oath, sworn by Gerardo G. Garza, Jr.

(c) *Presentation of Badge by Metropolitan Police Commission Chair and/or Town Council President or the Metropolitan Police Chief.* Town Board of Metropolitan Police Commissioners Chair, Steve Jurczak and the Police Chief then presented the badge to Police Officer Garza, Jr.

Police Officer Garza, Jr. introduced his family and friends present for the oath of office and offered remarks of appreciation for the appointment to the department.

Special Acknowledgement. With leave of the Town Council, the Town Council President invited State Representative Bill Fine, (House District 12), to offer remarks. Rep. Fine commended the Town Council for its openness service.

7. **Meet Ms. Linda Johnsen, Branch Manager, Highland Branch of the Lake County Public Library.** Carolyn Strickland, Assistant Director of the Lake County Public Library, introduced Linda Johnsen, who is serving as the Branch Manager for the Highland Branch of the Lake County Public Library. Ms. Johnsen described some of the programs of the Highland Branch. She also wished to be available as a contact with the library for the Town of Highland.

Unfinished Business and General Orders:

- 1. Proposed Ordinance No. 1636:** An Ordinance to Amend Various Titles of the Highland Municipal Code, Particularly Modifying or Amending Certain User Fees and Charges, Repealing All Ordinances in Conflict Therewith and Declaring an Emergency.

Councilor Vassar introduced and moved the consideration of Ordinance No. 1636 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Vassar moved the passage and adoption of Ordinance No. 1636 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

**ORDINANCE No. 1636
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE to AMEND VARIOUS TITLES of the HIGHLAND MUNICIPAL CODE, PARTICULARLY MODIFYING OR AMENDING CERTAIN USER FEES AND CHARGES, REPEALING ALL ORDINANCES in CONFLICT THEREWITH, and DECLARING an EMERGENCY

WHEREAS, I.C. 36-1-3-4(b) specifically provides that a unit of local government has all powers granted it by statute and all other powers necessary or desirable in the conduct of its affairs, even though not granted by statute; and

WHEREAS, IC 36-8-2 specifically provides that a unit of local government may regulate and license building and development in the municipality;

WHEREAS, The Highland Town Council has determined that the amendment of certain fees and charges determined to be reasonable and just rates reasonably related to the administration of particular public functions is an exercise of local authority consistent with the provisions of IC 36-8-2-8 and necessary or desirable in the conduct of its affairs;

WHEREAS, It would be and is in the best interest of the Town of Highland to enact such an ordinance as an amendment to the following sections of the Highland Municipal Code;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That Section 15.05.020 of the Highland Municipal Code be repealed in its entirety and amended by adding a new Section to be numbered 15.05.020 to read as follows:

15.05.020 FEES AND CHARGES

15.05.020 Fees and charges.

(A) Buildings. The permit issued under this section will be valid for a period of 180 days. During the time of its validity, application for a refund for the full amount may be granted subject to a processing fee as fixed herein. Extensions may be applied for and granted subject to the appropriate renewal fee. No refund may be granted for any permit fees on a permit which has expired. Refunds may be granted for the value of the permit, which represents inspection, wrecking and other related fees, in the full amount of the fees, minus any fees for services already performed, subject to a processing fee as fixed herein. In all cases, plan review is conducted in advance of the issuance of a permit and is not recoverable.

Schedule

Building permit and related fees are to be charged according to the following schedule:

Refund processing fee: \$15.00

Building (construction) permit fees are to be charged according to the following schedule:

(1) For a total valuation from \$100.00 to \$1,000: \$41.00

(2) For each additional \$1,000 or fraction thereof: \$12.50

(3) Permit renewal: 50% of original cost

(4) Residential plan review: \$68.00

Performed by Building and Inspection Department

(5) Commercial plan review: \$203.00

Performed by Building and Fire Departments

Wrecking or demolition permit fees are to be charged according to the following schedule:

(1) 500 square feet or less: \$41.00

(2) Over 500 sq. feet to 2,500 sq. feet \$62.00

(3) For each additional 2,500 sq feet or major fraction thereof over 2,500 sq. feet: \$74.00

Inspections. Building inspection fees are to be charged by multiplying the number of required inspections by the associated inspection fee, according to the following schedule or table:

Table of Inspection Fees

Types of Construction	Required Inspections	Inspection Fee
1- or 2-family dwelling: detached	4	\$41.00
Apartments, hotels, motels; each unit	4	\$41.00
Business, commercial; public	*	\$41.00
Educational, institutional, church	*	\$41.000
Industrial warehouse, bulk storage	*	\$41.00
Mobile homes, temporary structures	3	\$41.00
Accessory buildings	3	\$41.00
Additions/alterations (all occupancies)	*	\$41.00

* To be determined by building commissioner (see HMC 15.10.090)

Red tag/reinspection	(1st) \$35.00	(2nd) \$48.00	(All others) \$68.00
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(B) Electrical. The permit issued under this section will be valid for a period of 180 days. During the time of its validity, application for a refund for the full amount may be granted subject to retention of the filing fee and a processing fee. No refund may be granted for any permit fees on a permit which has expired. Refunds may be

granted for inspection and other related fees, in the full amount of the fees, minus any fees for services already performed, subject to retention of the filing fee and processing fee as fixed herein. Electrical permit and related fees are as follows:

Electrical Schedule

Electrical permit and related fees are to be charged according to the following schedule:

Refund processing fee: **\$15.00**

Filing fee: **\$48.00**

Electrical inspection fees are to be charged according to the following schedule:

(1) Reinspection fee (red tag):

(a) First reinspection: **\$35.00**

(b) Second reinspection: **\$48.00**

(c) All others: **\$68.00**

(2) Single-phase service: **\$0.85 per amp**

(3) Three-phase service: **\$0.90 per amp**

(4) Illuminated sign:

(a) Less than 100 square feet: **\$35.00**

(b) Over 100 square feet: **\$68.00**

(5) Temporary pole service: **\$35.00**

(6) Minimum inspection: **\$35.00**

(7) Remodeling: **\$68.00**

(8) HVAC (heating, venting and air conditioning): **\$41.00** (please see HMC 15.15.060)

(C) Plumbing. The permit issued under this section will be valid for a period of 180 days. During the time of its validity, application for a refund for the full amount may be granted subject to retention of the filing fee and a processing fee. No refund may be granted for any permit fees on a permit which has expired. Refunds may be granted for inspection and other related fees, in the full amount of the fees, minus any fees for services already performed, subject to retention of the filing fee and a processing fee as fixed herein. Plumbing permit and related fees are as follows:

Plumbing Schedule

Plumbing permit and related fees are to be charged according to the following schedule:

Refund processing fee: **\$15.00**

Filing fee: **\$48.00**

Inspection fees:

(1) For each plumbing fixture: **\$9.25**

(2) Minimum inspection: **\$35.00**

(3) Remodeling: **\$68.00**

(4) Underground inspection: **\$31.00**

(5) Reinspection fees (red tag):	
(a) First reinspection:	\$35.00
(b) Second reinspection:	\$48.00
(c) All others:	\$68.00
(6) Septic tank:	\$101.00
(7) Septic tank bypass:	\$35.00
(8) Lawn sprinkler system:	
(a) Basic fee:	\$35.00
(b) Plus sprinkler head fee:	\$0.90 ea.
(9) Fire sprinkler system:	
(a) Basic fee:	\$37.00
(b) Plus sprinkler head fee:	\$0.90 ea.

Section 2. That Section 15.20.020 of the Highland Municipal Code be repealed in its entirety and amended by adding a new Section to be numbered 15.20.020 to read as follows:

15.20.020 Enforcement Officer: Assistant Inspector for Plumbing

(A) There is hereby created the position of ~~assistant plumbing inspector~~ **assistant inspector for plumbing**. The assistant plumbing inspector shall be appointed by and serve at the pleasure of the chief inspector/building commissioner. All references in this chapter to chief inspector, building commissioner or plumbing inspector shall mean the ~~assistant plumbing inspector~~ **assistant inspector for plumbing**.

(B) The ~~assistant plumbing inspector~~ **assistant inspector for plumbing** shall be a licensed plumber, licensed according to the laws and regulations of the state of Indiana. In appointing an ~~assistant plumbing inspector~~ **assistant inspector for plumbing**, the appointing authority shall make an earnest and reasonable effort to seek an individual who is also a resident of the town who is qualified pursuant to the terms of this section for appointment when possible. Before any such inspector shall enter upon his duties, he shall be required to take and subscribe an oath of office and shall file a bond in the sum of \$8,500 payable to the town, to be approved by the town council, conditioned upon the faithful performance of his duties, premium upon said bond to be paid by the town. Said bond may be executed with any recognized and responsible surety company authorized to do business in the state of Indiana. The oath shall be filed in the office of the clerk-treasurer of the town. The bond shall be filed and recorded in the office of the recorder of Lake County, pursuant to IC 5-4-1-5.1.

(C) The ~~inspector~~ **assistant inspector for plumbing**, shall have no direct financial interest in any concern engaged in the business of the installation and maintenance of plumbing or devices, septic systems and devices in the town during his term of office as inspector.

(D) It shall be the duty of the ~~inspector~~ **assistant inspector for plumbing** to inspect and approve or reject all plans and drawings for the installation or alteration of plumbing connections or equipment, to make septic tank inspections, and to further inspect such plumbing work in all buildings, structures and things in the town required to be inspected by law. The inspector shall have the right, when necessary, to remove any existing obstructions which may prevent a complete inspection of plumbing equipment. He shall have such additional authority as may be necessary to carry out the purposes and procedures of this chapter.

(E) The ~~inspector~~ **assistant inspector for plumbing** shall have the *ex officio* power and authority to act in the capacity of the chief inspector at such times as the chief inspector may be absent due to vacation, illness, incapacity, or other legitimate reason; provided, that such *ex officio* powers shall not be exercised unless the assistant electrical inspector is also unable to act in his *ex officio* capacity. The exercise of such *ex officio* powers shall only be made upon the prior approval of the president of the town council or his designate.

(F) All fees collected in conjunction with the duties and powers of the ~~assistant plumbing inspector~~ **assistant inspector for plumbing** shall be paid immediately into the general fund of the town.

(G) The ~~inspector~~ **assistant inspector for plumbing** shall receive no annual salary but shall be compensated according to the following schedule: at the rate of \$15.00 for each one unit plumbing examination proctored as provided in HMC 15.20.100

- (1) For each one-unit plumbing examination proctored as provided in Section 15.20.100 of the Highland Municipal Code: \$17.00
- (2) For each inspection performed which include the following:
 - (a) Rough inspection \$24.00 each.
 - (b) Final inspection \$24.00 each.
 - (c) Underground \$24.00 each.
 - (d) Sewer tap inspection \$24.00 each.
 - (e) Water tap inspection \$24.00 each.
 - (f) Reinspections in consequence of red tagging \$24.00 each.

Section 3. That Section 15.20.100 of the Highland Municipal Code be repealed in its entirety and amended by adding a new Section to be numbered 15.20.100 to read as follows:

15.20.100 Special provisions for homeowners desiring to perform plumbing work in their home.

(A) Except for licensed plumbers, any person desiring to perform plumbing work in that person's home or residence must register with the plumbing inspector before doing any plumbing. Such a person will be required to successfully complete a one-unit plumbing examination and pay an examination fee **as shown in the schedule below.** ~~of \$35.00.~~ Upon passing the examination, the person shall be required to apply for a one-unit plumbing permit prior to the start of any plumbing work contemplated.

(B) If the applicant fails to pass the examination, ~~he~~ **the applicant** will not be permitted to take another examination for 90 days, and the fee will not be refunded.

Examination Fee Schedule

Examination Fee: \$39.50

Section 4. That Section 15.15.020 of the Highland Municipal Code be repealed in its entirety and amended by adding a new Section to be numbered 15.15.020 to read as follows:

15.15.020 Special provisions for homeowners desiring to perform electrical work in their home.

Any homeowner desiring to perform electrical work in his own home must, before doing any electrical work, register with the electrical inspector, and upon payment of a nonrefundable fee in the amount ~~fixed herein~~ **as shown in the schedule below,** request a one-unit examination. Upon successfully passing the examination, the homeowner may then apply for a one-unit permit. The fee shall be deposited with the office of the clerk-treasurer.

Examination Fee Schedule

Examination Fee: \$39.50

Section 5. That Section 5.20.050 of the Highland Municipal Code be repealed in its entirety and amended by adding a new Section to be numbered 5.20.050 to read as follows:

5.20.050 License application for Contractors.

(A) Except as otherwise provided in this chapter, any person over the age of 18 years and any corporation which satisfies the further requirements of this chapter shall be licensed by the council or its designee.

(B) Persons seeking to be licensed as a contractor or specialty contractor shall file a written application on a form to be provided by the council or its designee, which shall contain such information as the board or its designee deems necessary to determine the qualifications and competency of the applicant.

(C) The application, if filed on behalf of a firm, co-partnership, association, or corporation, shall contain also the name of the person who actively will manage said business and be licensed. Where a license shall be issued, authority to transact business thereunder as a contractor or specialty contractor shall be limited to one person

(officer) of such business to be designated in the application and named in the license. Each other person or employee of such business desiring to act as a contractor or specialty contractor in connection with the business of the firm, co-partnership, or corporation shall be required to take out a separate license.

(D) All applications shall be signed by the applicant or ~~it's the applicant's~~ duly authorized officer and shall be accompanied by a recommendation as to the character and honesty of the applicant from two citizens of this county who are not related to the applicant, or in the case of a corporation, its officer, and who shall be owners of real estate in the county where the applicant proposes to actively engage in the contracting business.

(E) Every application shall be accompanied by two recent photographs of the applicant, size one and one-half inches by two inches.

(F) Upon the filing of an application, the ~~council building commissioner~~ or ~~it's the commissioner's~~ designee may investigate the statements contained herein and, if any statements are found to be untrue, may refuse to examine or license the applicant.

(G) Except as hereinafter provided, all individual applicants for a license as a contractor or a specialty contractor shall submit to and pass an oral and written examination conducted by the ~~council building commissioner~~ or ~~it's the commissioner's~~ designee. The contents of the examination herein required shall be developed by the designee of the board and he shall, for each license category, test the current levels of skills required of persons to be licensed in said category.

(H) Upon receipt of application and proof of fee payment as prescribed in this chapter, it shall be the duty of the ~~council building commissioner~~ or ~~it's the commissioner's~~ designee to set a date and notify applicant in writing at least five days before such examination.

(I) Any applicant who fails to qualify for a license as a contractor or specialty contractor may be reexamined at the next succeeding date for examination. But, in any event, any applicant who fails to qualify for the examination on two successive attempts shall be ineligible for reexamination for one year subsequent to the date of his last examination.

(J) Before a license is issued by the ~~council building commissioner~~ or ~~it's the commissioner's~~ designee to any applicant, the ~~council building commissioner~~ or ~~it's the commissioner's~~ designee shall require the applicant to file a bond with the county recorder's office in the amount of \$5,000. The bond shall be issued by a surety authorized to do business in Indiana, and be conditioned upon the faithful observance of the ordinances and laws of the county of Lake and state of Indiana relating to contracting and all rules and regulations promulgated thereunder.

(K) Whenever any contractor's license issued under the provisions of this chapter is revoked by the ~~council building commissioner~~ or ~~it's the commissioner's~~ designee, the ~~council building commissioner~~ or ~~it's the commissioner's~~ designee shall deliver the bond of the offending licensee to the town attorney who shall institute proceedings to forfeit the bond.

(L) Every license issued under the provisions of this chapter shall expire at the end of each calendar year (December 31st), and shall be renewed annually upon payment of the required renewal fees as a matter of right, if the applicant for renewal has not violated, during the preceding license period, any of the provisions of this chapter, or the rules and regulations promulgated pursuant thereto.

(M) Applications for renewal shall be filed with the ~~council building commissioner~~ or ~~it's the commissioner's~~ designee, on a form provided therefor, no later than 60 days prior to the expiration date of the licensee's current license. The application shall be accompanied by the required renewal fee. The ~~council building commissioner~~ or ~~it's the commissioner's~~ designee, upon the receipt of the application for renewal and the required renewal fee, shall issue the license in the category said applicant has previously held; provided, that ~~he said applicant~~ had not violated any of the provisions of this chapter or the rules and regulations promulgated pursuant thereto.

(N) Upon receipt of an application for renewal by an applicant who, during the precedent licensed period, has violated any of the provisions of this chapter or any rules promulgated by the Council or ~~building commissioner~~ or ~~it's the commissioner's designee~~, the ~~council building commissioner~~ or ~~it's the commissioner's designee~~ shall make such investigation as ~~it~~ the ~~building commissioner~~ or ~~it's the commissioner's designee~~ deems necessary to determine the fitness of the applicant for renewal of his license. In the event the ~~building commissioner~~ or ~~it's the commissioner's designee~~ determines after said investigation that a question exists as to whether the application under consideration should be renewed, they or he shall so advise the applicant and he shall thereafter, within 30 days, show cause to the board or its designee why his license should be renewed. If, after hearing, the council or its designee determines that said license should not be

renewed, they or he shall notify the applicant and said applicant thereafter may seek remedies under the laws of the state of Indiana.

(O) No license shall be renewed during any period a license is under citation by the ~~council building commissioner~~ or ~~its the commissioner's~~ designee, for violation of any of the provisions of this chapter or any rules promulgated by the ~~council building commissioner~~ or ~~its the commissioner's~~ designee; however, the ~~council building commissioner~~ or ~~its the commissioner's~~ designee, in ~~their or his~~ the ~~building commissioner's~~ discretion, may temporarily extend the applicant's current license for a period or periods of time not to exceed 30 days, or until the act complained of shall be heard by the ~~council building commissioner~~ or ~~its designee~~, and during any period of appeal provided for by this chapter.

(P) Schedule of Fees. The fees to be charged ~~by and paid to the council's designee~~ by licensees for all licenses and renewals ~~thereof~~ shall be as follows:

- (1) A filing fee of **\$28.00** shall accompany an application for examination as a contractor;
- (2) A license fee of **\$56.00** shall be required for the initial issuance of the license upon successful approval of the application;
- (3) A license fee of **\$56.00** shall be required for every annual renewal of a license.

(Q) All fees ~~assessed by the board and collected by the council's designee~~ shall be paid into the office of the clerk-treasurer of the town of Highland and shall be credited to the town's general fund.

~~(R) All construction work in progress on the effective date of passage of this chapter shall be allowed to be completed without the issuance of a license.~~

~~(S)~~ ~~(R)~~ In the event a licensee shall have been convicted in this state or any other state of obtaining money under false pretenses, extortion, forgery, embezzlement, or criminal conspiracy to defraud, or other like offenses, and a duly certified or exemplified copy of the record in the proceeding is filed with the ~~council or its designee~~ **building commissioner**, the ~~council building commissioner~~ shall revoke the license issued to the licensee. In the event of the revocation or suspension of the license issued to any member of a co-partnership, association, or corporation or an employee thereof, the license issued to the other co-partner, member, or members of the firm, association, or corporation shall be revoked unless, within the time fixed by the council or its designee, where a co-partnership or association, the connection of the member or employee whose license has been suspended (or revoked), shall be severed and his interest in the co-partnership or association, or his employment thereby in the case of any employee, be terminated, and his share in its activities brought to an end, or where a corporation, the offending officer or employee shall be discharged and shall have no further participation in the corporation activities.

Section 6. That Section 15.15.070 of the Highland Municipal Code be repealed in its entirety and amended by adding a new Section to be numbered 15.15.070 to read as follows:

15.15.070 Swimming pool installation and inspection.

(A) Any person, firm, or organization wishing to install a swimming pool within the territorial limits of the town shall obtain a permit from the proper department of the town prior to installation of the swimming pool.

(B) The electrical inspector of the town of Highland shall inspect the installation of the above-ground swimming pool upon its completion and before the final occupancy permit is given.

(C) Swimming pool permit and related fees are to be charged according to the following schedule:

Inspection Fee:	\$41.00
Installation Permit Fee:	\$41.00

Section 7. That Section 15.15.080 of the Highland Municipal Code be repealed in its entirety and amended by adding a new Section to be numbered 15.15.080 to read as follows:

15.15.080 Licensing of electrical contractors.

(A) Any electrical contractor, firm, corporation or electrical worker applying to the appropriate department or office of the town Building and Inspection Department of the Town of Highland for an electrical contractor's license shall pay to the town a nonrefundable sum as identified herein. ~~of \$50.00.~~

(B) ~~This~~ The following scheduled fee shall be paid to the office of the clerk-treasurer. This fee shall be credited to the corporation general fund.

Electrical Contractor License Fee: \$56.00

Section 8. That Section 8.15.070 of the Highland Municipal Code be repealed in its entirety and amended by adding a new Section to be numbered 8.15.070 to read as follows:

8.15.070 Road cut permit fees.

- (A) Permit fees for the construction of open road cuts or jacking or sleeving operations shall be paid prior to the issuance of a permit.
- (B) A separate permit fee is required for each open road cut or jacking or sleeving operation.
- (C) Said fee shall be paid to the office of the clerk-treasurer.
- (D) The permit will be valid for a period of 60 days. During the time of its validity, application for a refund for the full amount may be granted subject to a processing fee as fixed herein. No refund may be granted for any permit which has expired.

Schedule

Refund processing Fee: \$ 15.00
Road cut permit fee: \$134.50

Section 9. All provisions of ordinances in conflict with the provisions hereof are hereby repealed.

Section 10. Whereas an emergency exists, this ordinance shall become and be in full force and effect from and after the date of its adoption, passage and publication in the manner prescribed by law, until its subsequent amendment or repeal by proper ordinance, *provided, any increase in fees described herein shall not go into effect until ninety (90) days following their publication pursuant to IC 5-3-1, as set forth in IC 36-5-2-10(d).*

Introduced and Filed on the 24th day of October 2016. Consideration on same day or at same meeting of introduction attained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 24th Day of October 2016 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/ Bernie Zemen, Town Council President

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer

2. Works Board Order No. 2016-36: An Order Authorizing, and Approving the Payment of Elective Revenue Sharing to the American Legion Post 180 of Highland in Recognition of and in Goodwill for their Support and Cooperation in Recent Fall Festival Event.

Councilor Herak moved the passage and adoption of Works Board Order No. 2016-36. Councilor Vassar seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The order was adopted.

THE TOWN of HIGHLAND
WORKS BOARD ORDER NO. 2016-36

AN ORDER AUTHORIZING, AND APPROVING THE PAYMENT OF ELECTIVE REVENUE SHARING to the
AMERICAN LEGION POST 180 OF HIGHLAND in Recognition of and in Goodwill for their
SUPPORT AND COOPERATION IN RECENT FALL FESTIVAL EVENT

Whereas, The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.,

Whereas, The Highland Community Events Commission, did organize and Implement a Fall Festival at Main Square Park, Conducted October 21 through and Including October 23, 2016; and

Whereas, The Highland Community Events Commission did enlist American Legion Post 180 of Highland, Indiana to assist with the staffing and operation of a Beer Garden at the event;

Whereas, The Highland Community Events Commission has informed the Town Council that it has been customary for the payment of an honorarium or stipend to some of the supporting groups in recognition of their special contribution and cooperation in support of the organization and implementation of an event;

Whereas, The Highland Community Events Commission has further recommended, requested and identified appropriations in the Special Events Non Reverting Fund be authorized to support payments to the American Legion Post 180 in recognition of its special efforts cooperation and support of the Fall Festival in general and the execution of the Beer Garden in particular;

Whereas, The Town Council has been reliably advised that the American Legion Post 180 performed as volunteers without remuneration, but did expend time, labor, money and cooperative energy to support the Town of Highland's Fall Festival and Beer Garden; and,

Whereas, Under its authority of IC 36-1-3, The Town passed and adopted Section 2.35.030 of the Highland Municipal Code which provides in pertinent part that the Town Council is authorized to budget and appropriate funds from the general fund of the town to pay the expenses incurred in promoting the best interests of the town and that such expenses may include, but not necessarily be limited to those incurred in developing relations with other units of government or any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the Town; and

Whereas, The Town Council has reviewed the matter, and now desires to make findings and determinations related to these recommendations and requests and to favor the recommendation and request of the Community Events Commission,

Now Therefore Be it hereby Ordered BY the Town Council of the Town of Highland, Lake County, Indiana;

Section 1. That the Town Council hereby finds and determines that the forgoing activities and items of expense are lawful and proper expenses incurred in promoting the best interests of the Town as set forth in Section §33.03 of the Highland Municipal Code which reads as follows:

§ 2.35.030 AUTHORITY OF TOWN COUNCIL TO REIMBURSE TOWN OFFICIALS
FOR CERTAIN EXPENSES.

The Town Council is hereby authorized to budget and appropriate funds from the general fund of the town to pay the expenses of, and to reimburse, town officials for expenses incurred in promoting the best interests of the town. Such expenses may include, but not necessarily be limited to meals, decorations, memorabilia, awards, expenses incurred in interviewing job applicants, expenses incurred in promoting industrial, commercial, and residential development, expenses incurred in developing relations with other units of government, and any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the town.

Section 2. That the Town Council hereby further finds that American Legion Post 180 of Highland participated in the Fall Festival, sharing some costs, purchasing and holding the appropriate license to dispense beer for sale and provided volunteers to staff the Beer Garden associated with the Fall Festival;

Section 3. That the Town Council still further finds and determines that the activities and expenses as described herein, while not paid from the Corporation General Fund, are uses and expenditures consistent with the purposes of the **Special Events Non Reverting Fund, when proper appropriations are accordingly approved;**

Section 4. That in consequence of and supported by the foregoing findings and determinations, the Town Council hereby authorizes and orders that the American Legion Post 180 of Highland be paid as follows:

(A) That the American Legion Post 180 be paid an elective refund in the amount equal to its cost incurred from applying for and obtaining the proper permit from the Alcohol and Tobacco Commission in order to support the Beer Garden at the Fall Festival (if applicable); and

(B) That the American Legion Post 180 be paid an elective refund in an amount representing approximately forty percent (40%) of value of a deposit received by the Town from the vendor supplier of the beer beverages, which was the share of the costs borne by the American Legion as voluntary partner with the Community Events Commission for this special event (if applicable); and,

(C) That the American Legion Post 180 be paid an elective share of the net proceeds earned from Beer Garden activity in an amount representing approximately forty percent (40%) of the net proceeds earned from Beer Garden activity, in recognition of the valuable cooperation exhibited by the American Legion as voluntary, and highly valued partner with the Community Events Commission for this special event;

Section 5. That the Clerk-Treasurer is hereby authorized and instructed to prepare an accounts payable voucher against the appropriate fund and account for the benefit *American Legion Post 180* depicting the expense as according to the provisions of this order in the amounts herein fixed, and to take such other measures to carry-out the purposes and objects of this order.

Be it so ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 24th day of October 2016 having passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/ Bernie Zemen, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

Comments or Remarks from the Town Council:

- **Councilor Mark Herak:** *Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Liaison to the Board of Waterworks Directors.*

Councilor Herak conveyed condolences the Police Chief on the recent death of his brother.

He further expressed condolences to the Jay Zandstra Family on his passing. Mr. Zandstra was the long time owner and operator of Dunhill Formal Wear stores and Dunhill Cleaners.

He also conveyed sympathies to the family of Carl Wolak, who was a longtime business owner in Highland.

- **Councilor Dan Vassar:** *• Liaison to the Park and Recreation Board.*

Councilor Vassar welcomed newly sworn police officer Gerardo G. Garza, Jr.

Councilor Vassar acknowledged the Parks and Recreation Superintendent, who reported that the Parks and Recreation Department was inviting public input from skateboarders to inform the design of the planned Skate Board Park.

- **Councilor Steve Wagner:** *• Advisory Board of Zoning Appeals Liaison.*

Councilor Wagner was absent.

- **Councilor Konnie Kuiper:** • *Town Board of Metropolitan Police Commissioners, Liaison • Fire Department, Liaison • Chamber of Commerce Co-Liaison.*

Councilor Kuiper acknowledged the Fire Chief who offered a brief survey of recent activity of the Fire Department.

- **Council President Bernie Zemen:** *Municipal Executive Chamber of Commerce Co-Liaison • IT Liaison • Redevelopment Commission Liaison.*

The Town Council President reminded all that Highland Trick or Treat hours were 5:00 p.m. to 7:00 p.m.

The Town Council President acknowledged the Redevelopment Director who reported on the next Main Street public art project, funded by a grant from the NWI Forum.

Comments from Visitors or Residents:

There were no comments.

Payment of Accounts Payable Vouchers. There being no comments from visitors or residents, Councilor Herak moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **October 11, 2016 through October 24, 2016** and the **payroll dockets for September 30 and October 14 2016**. Councilor Vassar seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$265,276.81; Motor Vehicle Highway and Street (MVH) Fund, \$72,408.44; Local Road and Street Fund, \$11,044.52; Law Enforcement Continuing Education, Training, and Supply Fund, \$676.24; Corporation Bond and Interest Non-Exempt Fund, \$425.00; Gasoline Payment Agency Fund, \$2,570.97; Information and Communications Technology Fund, \$6,885.96; Special Event Non Reverting Fund, \$18,107.12; Traffic Violations and Law Enforcement Agency Fund, \$7,520.50; Gaming Revenue Sharing Fund, \$300.00; Corporation Capital Fund, \$53,344.63; Economic Development Income Tax Fund, \$126,621.36; Total: \$565,181.55.

Payroll Docket for payday of September 30, 2016:

Council, Boards and Commissions, \$11,138.36; Office of Clerk-Treasurer, \$15,883.71; Building and Inspection Department, \$9,027.81; Metropolitan Police Department, \$113,728.15; Fire Department, \$3,463.78; Public Works Department (Agency), \$64,618.88 and 1925 Police Pension Plan Pension Fund, \$63,388.68; Total Payroll: \$281,249.37.

Payroll Docket for payday of October 14, 2016:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$15,725.37; Building and Inspection Department, \$7,474.42; Metropolitan Police Department, \$118,641.96; Fire Department, \$2989.04; Public Works Department (Agency), \$65,988.13 and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$210,818.92.

Adjournment of Plenary Meeting. Councilor Vassar moved that the plenary meeting be adjourned. Councilor Kuiper seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, October 24, 2016 was adjourned at 7:50 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer